



TRAINING OPPORTUNITY
Detrick Center for Training and Education
Excellence
Fort Detrick, MD

Course Title: Property Accountability for Hand Receipt Holders

Dates: 14 Feb 2006
15 Feb 2006

Hours: 0800-1100 or 1300-1600

Location: Classroom 6

Course length: 3 hours

Registration Deadline: 1 week prior to requested training date.

Cost: Free

Vendor/Address: Directorate of Installation Services, 201 Beasley Drive, Frederick, MD 21702

Course Overview: This is Mandatory Training for all Garrison Hand receipt holders. Training will include but is not limited to Proper Policy and Procedures for issues / turn-ins and transfer of accountable property equipment and Financial Liability Investigation Property Loss

Target Audience: All Garrison Hand Receipt holders

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or E-Mail: USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space

allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).